

AGENCY/INSTITUTION: \_\_\_\_\_ WORK PLACE: \_\_\_\_\_

PERIOD COVERED FROM: \_\_\_\_\_ TO: \_\_\_\_\_

EMPLOYEE NAME: \_\_\_\_\_ SSN: \_\_\_\_\_

FLSA CATEGORY: \_\_\_\_\_ COMP TIME MAXIMUM: \_\_\_\_\_

BALANCE FROM PREVIOUS RECORD-----HOURS/MINS:\_\_\_\_\_

[illegible]

DATE PAID	HOURLY RATE TIMES	HOURS MINUTES	EQUAL AMT PAID	CHECK NUMBER	TIMEKEEPER INITIALS

(TOTAL HOURS EARNED) \_\_\_\_\_ X 1.5 = \_\_\_\_\_ + (BEGINNING BALANCE) \_\_\_\_\_  
 -NEW BAL \_\_\_\_\_ - (HOURS TAKEN) \_\_\_\_\_ - (HOURS PAID) \_\_\_\_\_  
 -NEW BAL \_\_\_\_\_ BALANCE BROUGHT FORWARD TO NEW RECORD (YES) (NO)  
 BALANCE PAID (YES) (NO)